THE NEWEST, PLAINEST, and the SHORTEST Short-hand,

BIBL CANT. ACAD.

CONTAINING

1. A brief account of all the Short-hands already Extant; with their Alphabets, and fundamental rules.
2. A plain and easie Method for beginners, less burthensome to the memory than any other.
3. A new invention for contracting words, with special rules for contracting sentences, and other ingenious fancies both pleasant and profitable unto all, let their Character be whose or what it will.

By *E. Coles*, School-master in *Russel-street*, by *Covent-Garden*.

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182:02

Authors OF SHORT-HAND, &c.

CHAP. I.

Dr. *Bright* { 1. An Art of ſhort, ſwift, and ſecret writing by Character.

Mr. *Bales* { 1. Brachygraphy.
2. A New-years gift for *England*.

Mr. *John Willis*. { 1. Stenography by ſpelling Charactery.
2. A School-Maſter to that Stenography.

Mr. *William Folkingham*, Brachygraphy, poſt-writ.

Mr. *Tho. Shelton* { 1. Tachygraphy.
2. Zeiglographia.

Mr. *Metcalfe* { 1. Radioſtenography.
2. School-Maſter to his Radio.

Mr. *Bridges*, Stenography and Cryptography.

Mr. *Rich.* { 1. Sheet.
2. Books.

Latin Tranſlation of Mr. *Sheltons* Tachygraphy, *Anon.*

Continuation of *Sheltons* Tachygraphy.

Mr. *Labourer*	Mr. *Everard*	Mr. *S. Shelton*
Mr. *Edm. Willis*	Mr. *Heath*	Mr. *Maſon*
Mr. *Walker*	Mr. *Ratcliffe*	Mr. *Steel*
Mr. *Willoughby*	Mr. *Weſt*	Mr. *Stileman*
Mr. *Witt*	Mr. *Facy*	Mr. *Button*
Mr. *Bartlet*	Mr. *Beecher*	Mr. *Botley*
Mr. *Dix*	Mr. *Farthing*	Mr. *Hopkins*

Some of theſe I have not been able to meet with. Som came too late to hand, & ſom are onely ready for the preſs: but the principal of them, I have compar'd in the following Table of their Alphabets, which may hereafter be expected more compleat.

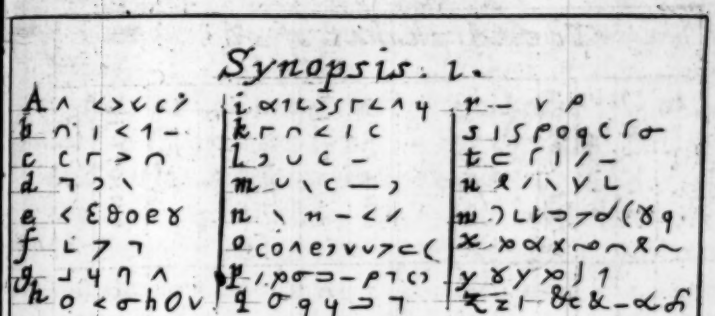
Place here the Table of Alphabets and Synopſis.

The Alphabet of Mr.

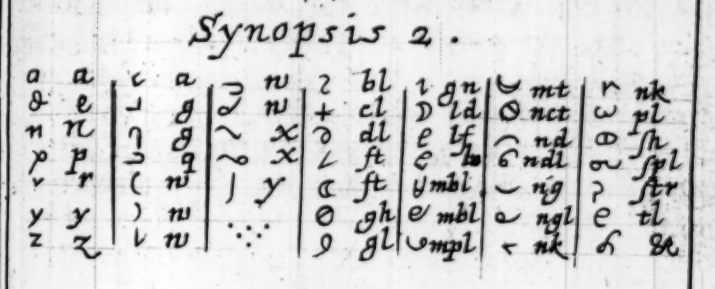
Rich	ꝛ ꝛ
Mason.	ꝛ ꝛ
Steel.	ꝛ ꝛ
Bridg.	ꝛ ꝛ
Everard.	ꝛ ꝛ
Metcalfe.	ꝛ ꝛ
Farthing.	ꝛ ꝛ
Dix.	ꝛ ꝛ
Shalt: Zeig:	ꝛ ꝛ
Witt.	ꝛ ꝛ
Shalt: Tach:	ꝛ ꝛ
E: Willis.	ꝛ ꝛ
T: Willis.	ꝛ ꝛ
Bates.	ꝛ ꝛ
a	
b	
c	
d	
e	
f	
g	
h	
i	
j	
k	
l	
m	
n	
o	
p	
q	
r	
s	
t	
u	
v	
w	
x	
y	
z	

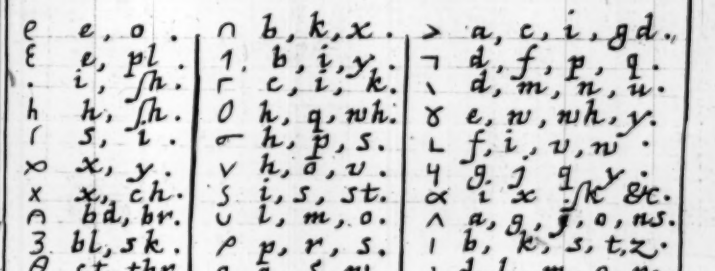
1. between. page 2. 3.

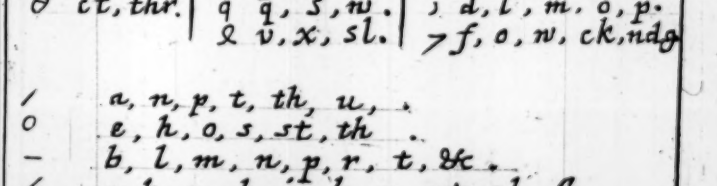
Synopsis. 1.



Synopsis 2.

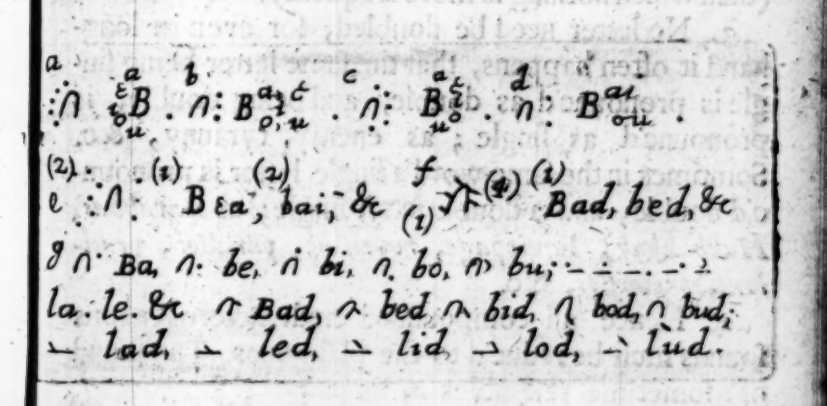






You ſee Mr. *Bridges* hath no haracters for initial vowels: he writes them thus, . Which rule he ſaies he receiv'd from one *Will. Milbourn* of *Putney*. But I think Mr. *Walker* had itbefore him, and Mr. *Folkingham* before them both; though he uſes the Characters beſide. For the final vowels, Mr. *Steel* has but three places, thus, *b* . All the reſt have five places, thus, *c* . But beſide thoſe five Mr. *Everard* addes two more (at a pretty diſtance from the corners) thus, *d* . to expreſſe the diphthongs *bai* and *bou*, Mr. *Edm. Willis* and Mr. *Wit* (beſide the foreſaid five) have ſeven places more for the diphthongs, thus *e* .

They generally disjoyn the following conſonants in the vowels places, but Mr. *John Willis* affixes the ſecond thus, *f* . Mr. *Folkingham* affixes and disjoins promiſcuouſly. Mr. *Rich* and Mr. *Maſon* ſeldom obſerve the place of *e*, and joyn the following conſonant. Mr. *Dix* hath gotten a peculiar way both for vowels and conſonants, *g*.



These things have a double use. For they guide us to the reading of other mens writings, and so they chiefly concern those that have learn'd already: or else they give us the choice of a form for our own, and so they do more concern those that are now to learn. And for their particular instruction I design the second chapter consisting all of plates. But before they begin, I would have them thorowly consider these general rules that follow.

Two general rules concerning Short-hand.

First, Orthography is not so much to be regarded, as the sense and sound of the words. Hence,

1. The Articles *a* and *the* may be here (for the most part) omitted, as well as they alwayes are in Latin, and the sense not a jot interrupted.

2. The personal terminations *-est* and *-eth* may be alwaies omitted. For why may not the Nominative case determine the verb, as well as the verbal termination supply the defect of the Nominative case (than which nothing is more frequent)?

3. No letter need be doubled, for even in long-hand it often happens, that the same letter being single is pronounc'd as double, and being double, is pronounc'd as single; as enemy, tyranny, &c. Somtimes in the same word a single letter is pronounc'd double, and a double letter single; as *Barabbas*, *Habbakkuk*, *Equippage*, *revelling*, *parallel*, *perillous*, *premisses*, &c.

4. Hence all compounded and heterogeneous sounds must be reduc'd to the plain ones. The sound of *e* sometime resembles *a*, as *were*; sometime *i*, as *yes*; sometime *u*, as *her*.

Sometime the *i* comes near the *e*, as *shire*; sometime

time near *u*, as *irk*: as likewiſe *o* in work. Theſe may be writ indifferently, and are not ſo material. Among the reſt, to a reduce *a a* (as *Baal*) *ai* (as *fair*) *au* (as *Paul*) *ea* (as *heart*) *ei* (as *heir*) *ey* (as *they*) *ua* (as *guard*.)

To *e* reduce *ea* (as *ſea*) *ee* (as *ſee*) *ey* (as *prey*) *ei* (as *receive*) *ie* as *ſquieſce*) *eo* (as *jeopardy*) *ue* (as *gueſs*.)

To *i* reduce *ee* (as *been*) *oi* (as *joyn*) *ui* (as *guide*.)

To *o* reduce *eo* (as *Geometry*) *oa* (as *boat*) *oo* (as *poor*) *ou* (as *gourd*) *ow* (as *know*). To *u* reduce *eu* (as *rheume*) *ew* (as *Jew*) *eau* (as *beauty*) *ieu* (as *lieu*) *iew* (as *view*) *oe* (as *ſhoe*) *oo* (as *good*) *ou* (as *bloud*) *ui* (as *juice*, *fruit*, &c.)

So among the conſonants.

To *f* reduce *gh* (as *tough*) and *ph* (as *phyſick*.)

To *k* reduce *c* (as *call*) *ch* (as *choler*) *ck* (as *lack*.) *q* (as *attaque*.)

To *s* reduce *c* (as *civil*) *ſc* (as *ſcience*) *ſch* (as *ſchiſm*.)

To *x* reduce *cc* (as *accept*) *cts* (as *acts*) *cks* (as *back-ſlide*.)

5. Hence alſo it follows, that letters which are not at all, or but little and ſeldom ſounded, may be omitted: as

b in dumb, doubt, &c.
c in acquire, &c.
d in handſom, ſtand, &c.
g in gnat, flegm, reign, &c
gh in high, &c.
h in ghoſt, &c.
l in balm, calfe, &c.
n in hymn, ſolemn, &c.
p in Pſaltery, tempt, &c.
ſ in Iſle, Viſcount, &c.
t in act, kept, caſtle, watch, &c.
w in wrath, whore, anſwer, &c.
ue in plague, maſque, &c.

The vowels are frequently drowned by a liquid following: as metal, froward, eaten, raiſin, reaſon, medicine, ſubtile, victual, &c.

2. The other general rule is, to obſerve what contractions are already uſ d in long-hand. By the meer help of theſe I know ſome ſo expert, they will ſuffer but little of a Sermon to eſcape them. Theſe are at large enumerated in the Appendix to my ſpelling book, to which I refer you. To what is there ſaid I ſhall onely adde one or two things.

1. For numerals, obſerving that a ſmall daſh below and above the letters did diſtinguiſh the thouſands from the ſmaller numbers in *Greek*, I alſo contracted articular numbers thus: 1′, 100. 1,, 1000. (a or one hundred,) 2′ 200. 2, 2000. 20, 20000. 185, 185000. 2,′ 200000 (two hundred thouſand) 2,, 2000000 (two thouſand thouſand, or two millions) &c. And by the addition of tittles (or other marks) about them you may make them ſignifie whatſoever you pleaſe ·1 once, ·2 twice, ·3 thrice or three times, &c. 2· ſecond and laſt, 3· third and laſt, or thirdly and laſtly, &c. ·1·0, above ten thouſand times.

Again, as four of the months are noted by figures, ſo the reſt may be writ in analogy to them, 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. *March*, &c.

2. It will be ſome help to thoſe that underſtand Latin, if they obſerve (not only the Latin abbreviations, but) where the whole words are conſiderably ſhorter than the Engliſh, for of this ſort one may meet with divers; as,

Vi, by vertue of; ob, by reaſon of; forte, peradventure; cis, on this ſide; trans, on the other or further ſide of; ſi, if ſo be that; præ, in compariſon of; de, concerning; per through; e, out of; penes

penes, in the power of; clam, without the knowledge of; an, whether or no; vix, with much ado; diu, a long time; olim, heretofore; heri, yesterday; cras, to morrow; re, indeed; sic, in this manner; ero, I shall be; me, te, se, nos, vos, my self, thy self, themselves, &c.

Lastly, They that understand *Hebrew*, may pick some usefull contractions out of *Buxtorfs Thesaurus*: as, ', „ *Jehovah*, &c.

Ch. II.

Chap. 2.

A plain & easie Method for Beginners

Letters Breaks.

A	<	f	∟	k	c	p	ρ	v	∨			<		o	ρ
b	∩	g	∧	l	–	q	q	w	(			∩		o	σ
ch	ϭ	h	o	m	)	r	r	x	ϱ			ϑ		∨	∨
d	⟍	i	·	n	/	s	σ	y	ɣ			e		ϩ	ϱ
e	e	j	⌐	o	∪	t	ı	z	z			∧		ϑ	ɣ

W O R D S.

able		are		arm		ebb		ill		old	
add		air		ask		eagle		idle		on	
all		heir		at		err		imp		own	
ample		acre		aw		east		ink		ox	
apple		ark		ax		each		inch		urge	

Hay he high hoe hue
bay be by bow
Bray brew blow blew
Chew Day dy dough du
Dry drew fee fy foe
flea & free &
glow & gray & joy
key clay cry &

Gnaw knee know &
nay neigh nigh no new
play & pray prey &
she shi show sky
slay & snow &
stay stray screw
sway ty they thee
throw tray way

Ai aid aim
oat ought oak oyl
bad bed bid bode bud
fair or far fear &
hall hell or heal hill &
laid or lade, lead,
malt, melt, milt, moult, et
pale, peel, pill, &
quail, quell, quill,
rail reel, rill, roll &
Sad, or Said, Seed &

shread shrewd
spleen sprinkle
twist twinkle
vain, vein, vine
wade, weigh'd, or weed
whence, whistle
yell yelp yes
yawn yard

2.3.4.5.6. between page 8.9.

These are accounted here as monosyllables, whose other vowell is confounded with a liquid, or may be supplied by it, without any further distinction of places: as

alter	slumber
amber	splinter
eager	stranger
elder	swifter
inner	tiger
offer	thunder
begger	traitour
bladder	vigour
brighter	water
chamber	wonder
daughter	burden
debtour	broken
flatter	chosen
freeze	fallen
gamester	glutton
hinder	holden
cluster	lighten
louder	written
monster	soften
neighbour	woven
potter	treason
rider	season
cipher	gravel
sister	cattel
summer	cancel
scatter	navel
shelter	vessel

Thus words that are otherwise 3 or foure syllables, are some times reduced to one: as

Chancellor damosel.
naturall oftener
traveller venison
victualler, &c.

But where there must be made a distinction of syllables, the following places are reckoned from the character that was last written: as.

allegory blasphemy
charity difficulty
efficacy family
greedily hypocrite &c

N.B. When any inconvenience would happen by the coming together of a's and u's, then the place of a is removed to e & the place of u to o: as curate.
Calamus &c

When Syllables are divided betweene two vowels, then either leave out the first vowel and write the character of the second in the place of the first: or else having made a tittle in the first vowels place, write the following character in the place of the second from that tittle. Sometime this latter way is most convenient: as

pious triumphant
Virtuosi &c

But most commonly the first: as

Jael create
triennal Sion
Noah jewell
annuall Steward
ruine Saying Seeing

The Table of Prepositions, &

Em — embalm, embrace, emin
Im — impure, imply, improve
en — as, enemy, enjoy &c
in — as, inoffensively, &c
un — as, untow'rd, &c
enter — as, enterlace, &c
inter — as, intercede, interrup.
ex — as, exceed, except, extrem.
out — as, outgoe, outlive, —run.
up — as, uphauld, — on, — right.
be — as, beguile, — hove, — seech.
de — as, decay, — gree, — ny, &c
re — as, redeem, — main, &c
pre — as, prefer, — judice, &c
dis — disown, — honour, &c
mis — misapply, — chief, &c
com — commend, — prehend.
con — condemn, — strain, &c
coll — collect, — aterall, &c
cor — correct, — poreal.
counter — counterfeit, — mand.
circum — — cise, — stance.
for — — get, — mer, &c
per — — iod, — ceive, &c
sub — — lime, — mit, — &c
super — — abound, — erogat.
sur — — render, — round,
selfe — — do, — have, — &c
trans — — cend, — form, — &c

For the prepositions Over & Vnder — make a tittle over & vnder y words: as,
Overlook, — set, take, — ture,
— flow, — throw, — whelm.
undergoe, — lay, — mine, — take.
— neath, — value, — went, &c

Terminations, wth apposite Examples

— ble, as [illegible] answerable [illegible] unansw —
[illegible] incomprehens — [illegible] indissolubly, &c
— ation, as [illegible] affirm — [illegible] rela —
— etion, as [illegible] indiscr — [illegible] transgr —
— ition, as [illegible] addi — [illegible] circumci —
— otion, as [illegible] devo — [illegible] promo —
— ution, as [illegible] absolu — [illegible] conclu —
— tion, [illegible] attention — [illegible] distinc —
— ference, [illegible] conf — [illegible] circum —
— fication, [illegible] amplif — [illegible] edif —
— full, as [illegible] beauti — [illegible] fruit —
— hood, as [illegible] neighbour — [illegible] fals —
— less, as [illegible] blamel — [illegible] botom —
— ment, as [illegible] agreem — [illegible] allure —
— ness, as [illegible] full — [illegible] holin —
— some, as [illegible] whols — [illegible] loaths —
— soever, [illegible] whos — [illegible] hows —
— ship, as [illegible] friend — [illegible] lord —
— ther, as [illegible] ano — [illegible] thither &c
— tude, as [illegible] forti — [illegible] magni —
— ture, as [illegible] crea — [illegible] fu —

These Prepositions & Terminations are sometimes promiscuously combin'd: as

[illegible] entrance, [illegible] recall, [illegible] remiss, [illegible] dis-
[illegible] misbecome, [illegible] therefore, [illegible] further,
[illegible] handsomness, [illegible] restlessness, [illegible] &c

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Where there happens any danger of confusion, the words may quickly be resolved: as, [illegible] derive, [illegible] forest, [illegible] peril, [illegible] immoderate, [illegible] cleanness to distinguish them from [illegible] drive, [illegible] feast, [illegible] pil, [illegible] moderate, [illegible] clean, &c

Six Additional

1. As others make a title behind ye nouns to stand for their plurals in s as [illegible] books, boxes, &c So I make it also stand not only for irregular plurals as [illegible] men [illegible] children, &c but also for the Superlative termination of adjectives (which never form a plural) as [illegible] best [illegible] safest &c and (in general) for any final accidental(s) what ever: whether it be the genitive of nouns as [illegible] childrens bread [illegible] maries teares &c or the third person singul of verbs as [illegible] he loves, &c or (lastly) whether it be a contraction of us, is or his, as, [illegible] Let's turne Soldiers, Burt. mel. [illegible] The pots never from's nose, id.

2. For the terminations — a city — icity — osity I make this mark (~) as [illegible] capa — [illegible] aud — [illegible] sag — [illegible] ver — [illegible] viv — [illegible] simplic — [illegible] infel — [illegible] multipl — [illegible] rust — [illegible] tripl — [illegible] animos — [illegible] &c

3. The terminations — ant — ent — ance — ence, (after a vowel) are signified by a small cross in that vowels place: as [illegible] miscreant [illegible] client [illegible] affiance [illegible] audience, [illegible] &c

4. The term: — tive (after a vowel) is signified by adjoyning the t: as [illegible] affirma — [illegible] exple — [illegible] defini — [illegible] diminu — [illegible] distribu —

5. As in long-hand they often write but a syllable or two (& sometime but a letter or two) of ye longest words (especially if they frequently occurr) & signify ye contraction by two titles; so the same may be don (with as litle inconvenience) in short-hand: as [illegible]: halc [yonian, [illegible]: herm [aphrodite, [illegible]: hosp [itality, &c

Terminative Rules.

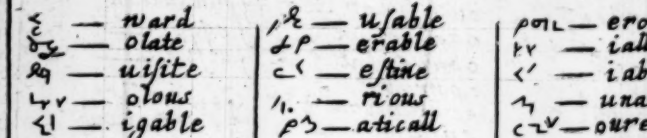
6. N. B. There's no need of writing any word at all, any further, than to distinguish it from other words. For sometimes there may happen such a singular combination of consonants (either initial or final) as may distinguish it from all other words & therefore may determine it without any more adoe: as in thwart ⲑ depth ⲑ gargle ⲗ warmth ⲛ &c

But the Rule takes place especially in longer words; as in these (for instance) amongst many more:

affin [ity	obn [oxious
alab [aster	outc [ast
appurt [enants	perq [uisites
bey [ond	pecun [iary
bulr [ush	progen [itours
circuml [ocution	preem [inence
concat [ination	prerog [ative
diam [ond	purb [lind
dishev [elled	quint [essence
enterc [ourse	Scutch [eon
phleb [otomy	Superstr [ucture
fug [itive	Sublun [ary
fortr [ess	transit [ory
grid [iron	tog [ether
grandm [other	vag [abond
headp [iece	veng [eance
iniq [uity	unac [customed
inexh [austible	unacq [uainted
coäd [jutor	unpar [allel'd
coët [ernal	unprov [ided
misfor [tune	unsav [ory
menst [ruous	upw [ard
malecon [tent	yester [day
off-sc [ouring	zerub [babel.

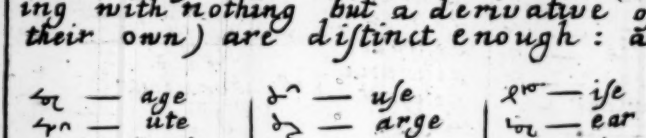
To these may be added many Adjectives whose adverbs (rarely occurring) will be no hinderance to the reading: as,

— ward	— usable	— erous
— olate	— erable	— iall
— uisite	— estine	— iable
— olous	— rious	— unate
— igable	— aticall	— oured
— inate	— erous	— dinary



And many Verbs there are, which (meeting with nothing but a derivative of their own) are distinct enough: as,

— age	— use	— ise
— ute	— arge	— ear
— iend	— igure	— inge
— oan	— ust	— uate
— ueath	— uish	— erate
— ear	— ave	— ense
— ont	— are	— arge
— orate	— ere	— ize
— ance	— ose	— uish
— ail	— eave	— ish &c
— ent	— gerate	
— erate	— erate	



If you'll charge your memory so far as to venture on a litle ambiguity, you'll find the field exceedingly enlarged. must be the beginning of henceforth or henceforward, of pedigree or pedistall; and must needs be the ending of divulge or indulge, of marble or warble. &c

A very short and easie Table of our most usuall words.

According
account
acknowledg
action
admonish
afflict
affliction
after
afterwards
againe
against
and
anger
apostle
appear
argument
as

Baptize
baptism
because
begin
behold
believe
beliefe
benefit
between
bless
blessed
but

Call
can
care
cause
child
church
comfort
condition

congregat
conscience
consider
conversion
conversat
corrupt
corruption
custom

Dark
delight
deliver
destroy
destruct
diligence
diligent
doe
dost
doth
doctrine
dwell

Earth
edify
effect
egypt
egyptian
elect
election
end
enemy
epistle
ever
everlasting
evil
example

Faith
forgive

forbid
forbear
foundation
from
fulfill

Generall
generation
give
glory
glorious
God
good
gospel
grace
gracious
great

Have
hast
hath
he
him
his
heaven
help
humble
humilitie
hurt

Jesus
Judge
if
it
is
in
increase
ignor
Israel

King
Kingdom
keep
kept
know
knowledge

Law
Life
like
Lord

Man
meditate
mercy
mind
more
most
must
multiply
multitude

Name
neglect
negligence
necessary
necessity
nevertheless
not
notwithstand
nothing
now

Of
off
observe
or
order
over
our, hour

Pass
people
power

particular
place
please
princip
privilege
purpose
publick

Qualify
quality
quantity
quiet

Reioice
religion
religious
remember
repent
repentance
reprobate
reward
righteous
righteousn.

Sacrifice
sacrament
saviour
salvation
sanctify
satisf.
scripture
secret
shal-lt
signify
sin
small
soul
stand
underst.
strong
strength

The
that

them
then
this
these
thus
those
thank
think
unthanks.
thing
trouble
truth
trust
tumult

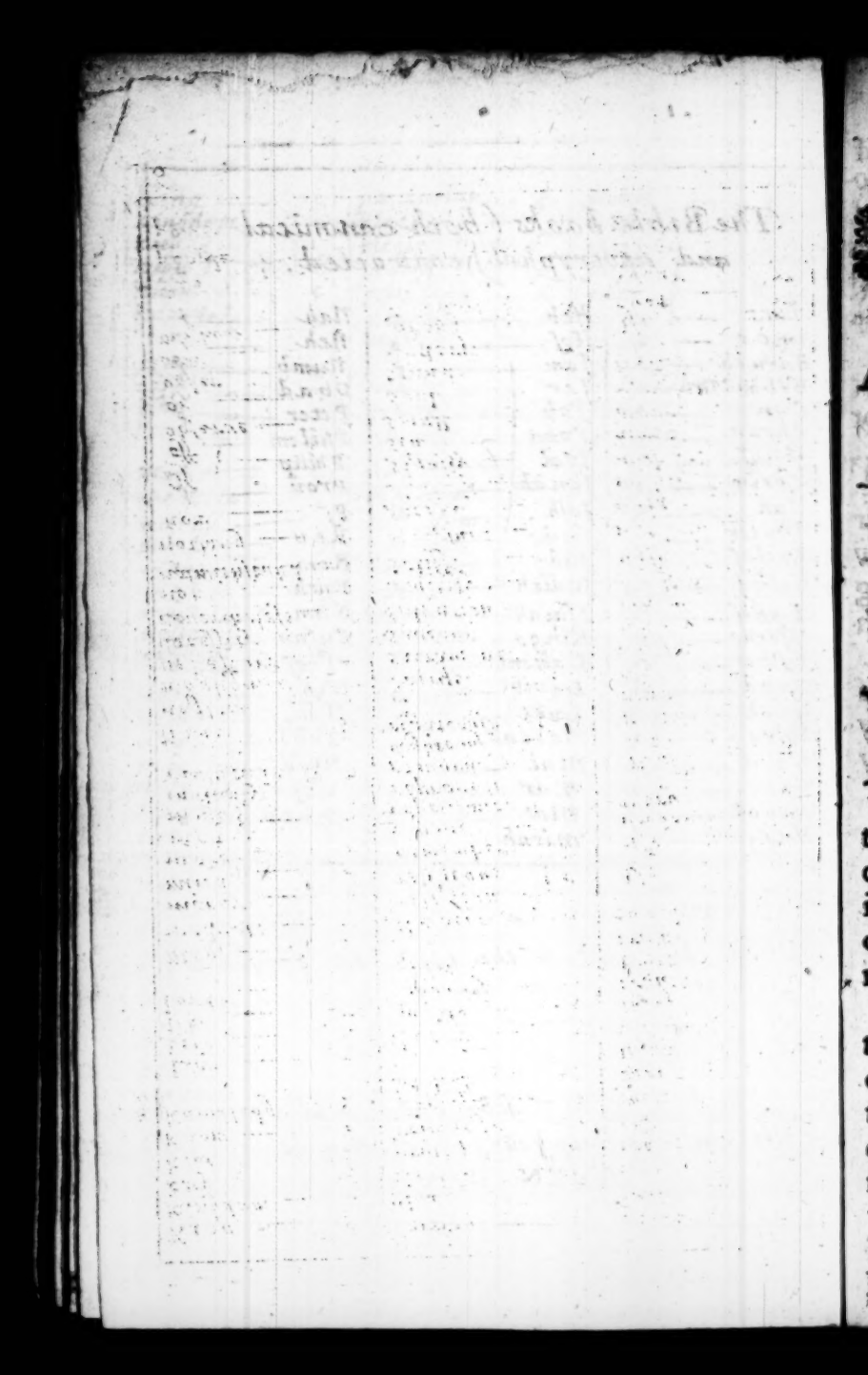
Vs
use
under
very

Walk
was
were
what
when
where
which
whom
wicked
wise
wisdom
with
within
without
word
work
worship
would

Ye, yea
yet
your
Zeal
Zealous

The Bible books (both canonical and apocryphal) contracted.

Acts	ـ ـ ـ



A Regular Improvement, &c.

CHAP. III.

EVery ſyllable ſhould be anſwer'd by a ſingle daſh, and every word of one ſyllable by once ſetting of the pen to paper. Now the Engliſh tongue conſiſting ſo much of theſe, and theſe being generally appointed to be writ with two characters. it follows that the greateſt difficulty lies in theſe, and that the ſhorteſt words are the greateſt obſtacles to ſhort-writing. Which, if it could be remedied, would much facilitate the work.

If your memory will bear it, you may follow that rule of Mr. *Bates*, and only write the firſt letter of every word. And the truth is, if things were but tranſcribed at length (or only review'd and corrected) while the matter is freſh in mind, then half that niceity (which otherwiſe is requiſite) might (at firſt writing) well be ſpared, even by an ordinary memory. But for our further aſſiſtance in this particular, Iam inventing ſome more certain rule and method.

Variety

Variety of letters may do ſomething; variety of places will do more: and if both could be joyn'd together, all monoſyllables might be comprehended. The placing of a letter a little higher or lower takes up no more time than the writing of it in a direct line. For we always ſuppoſe a line; and here I think it more convenient, to have one drawn beforehand.

Theſe monoſyllables are of three ſorts. Either they begin with a vowel, and end in a conſonant; or they begin with a conſonant, and end with a vowel; or elſe they do both begin and end with conſonants. Thoſe of the firſt ſort are about a hundred, and their terminations about half as many. Had we now three *a's* or *e's* &c. they would each of them (having three ſeveral places) certainly ſignifie but the ninth part of thoſe terminations: if two, then the ſixth part: if but one, it muſt extend it ſelf to a third part. Yet if people would not affright their own memories, they might quickly find (by a little practice) how eaſily even this (that is the moſt difficult) might be done. *ex. gr.*

The terminations are theſe: 1. b, rb. d, ld, nd. f, lf. g, dg, rg. ch, nch, rch, ſh, th, rth. k, lk, nk, rk, sk. 2. l, bl, dl, gl, ngl, nkl, mpl, pl, rl, wl, xl, yl, m, lm, rm. n, rn, p, mp, ſp. 3. r, s, lſ, lms. t, nt pt, rt, ſt, w, x, y.

So that the a in the firſt place ſignifies, adde, aid, and, age, arch, aſh, ache, ake, ark, ask:

In the ſecond place, all, able, angle, ankle, ample, apple; axel, ayl, am, aim, arm, ape, aſp:

In the third place, are, as, alms, at, ant, apt, art, aw, ax, aye.

The e in the firſt place ſignifies, ebbe, end, elfe, egg, edge, each, earth, elk:

In

In the ſecond, ell. eel. eagl. Earl. elm. earn:
In the third, erre ear. eaſe. elſe. eat. eaſt. ew.
The i in the firſt place ſignifies, if. inch. ink. irk:
In the ſecond, ill. iſle. idle. ingle. in. imp:
In the third place, ire. ice. is. it.
The o in the firſt place ſignifies, orb. odde. old. of. oath. oak: in the ſecond, owl. oyl. on: in the third place, or. our. oar. ought. out. ox.
The u in the firſt place ſignifies, urge: in the ſecond, Uncle. urn. up: in the third, us. uſe.

The ſecond ſort of monoſyllables are hardly capable of a ſhorter contraction than the common way, *viz.* by a tittle in the final vowels place. Only (in a regular conformity to the reſt, and the threefold place) I reduce them to ſomewhat like Mr. *Steels* way, and make the uppermoſt (which before was the place of e) to ſerve a, ai, au: the middlemoſt (which was the place of i) to ſerve e, ee, i, ey: and the neathermoſt (which was the place of o) to ſerve o, u, oo, ou. Obſerve this, for the better underſtanding of that which follows.

Tis the third ſort that I chiefly aim at; & by placing their firſt conſonant above, upon, or under the line, I ſignifie the foreſaid ſounds when they are in the middle, as the tittles did in the end of words. And according to the variety of initial characters, there will be a variety of final conſonants. But it will be a task to invent a variety that ſhall not impede the brevity.

Therefore I begin with the Stenographical; which ſhall ſignifie ſuch a final conſonant, as (in ſome common word or other (goes thorow all the foreſaid places. And that final conſonant is all the charge the memory hath, *e. g.*

After b, k, j, sk, ſt, w, wh, the conſonant that is ſuppos'd to end the word is -l. After

After fl. fr. g. m. n. pl. qu. r. ſl. it is -t.
After bl. f. h. pr. tr. 'tis ſuppos'd to be -d.
After br. l. ſ. ſtr. it is -k.
After ch. ſp. the termination is -s.
After cl. dr. -- v. After cr. t. --m.
After d. p. --r. After gr. ſw. --n.
After ſh. --p. After ſr. --nk. After ſpr. --ng.

And this (of it ſelf) contracts almoſt two hundred monoſyllables. Thus, the b above the line ſtands for ball, bawl or bail; upon the line for bell, bill or boyl; under the line for bôwl, bowl or bull, &c.

When a conſonant falls but in two of the places, the other may be ſupply'd by any odde one: as,
gl---aſs---imps---oſs. ſcr---awl---ibe---ôwl.
ſm---all---ith---ooth. ſqu---are---ire---irt.
th---ank---ink or---ing---ong. v---ale---ile or---ice ---oyce. y---arn---earn---oung, &c.

When there follows but one of a ſort, the ſeveral places may (without any great ambiguity) ſignifie ſeveral ſorts: as, thr---all---ead or---ive---one or---oat, &c. Sometimes the places are but juſt a number; as, in dw---arfe---ell. tw---ain---in or---ine, &c. Sometimes not ſo many; as in sw---ear. thw---art, &c. Yet all the places may be uſed, to denote ſome derivative or other: as, z---eal---ealous---ealot, &c.

But we ſpeak at preſent of monoſyllables: and you ſee what variety the rule would afford, if a little variety of letters were added.

If a threefold character were joyned with this threefold place, it might ſuit perhaps with that common diviſion of vowels and conſonants into thoſe of the lips, the palate and throat: and this being yet but the firſt attempt of this nature, may in proceſs of time

time receive a more ample improvement. At present I add, that such a combination of final consonants, as is not capable of begining any word; may serve in like manner to distinguish many. For sometimes the memory may fix upon such an initial consonant, as will go thorow all the foresaid places: *e. g.* The letter suppos'd to precede ld. lk. tl, is b: before--rch is p, thus ld above the line, is bald; upon the line, build; below the line, bold, &c.

Sometimes the third place may be supply'd by another: as, lt. fault. felt or belt. bolt, &c.

Sometimes the several places must distinguish several consonants: as, dg. badge. hedge or wedge. judge, lf. calf or half. self or pelf, wolfe or gulf. rth. harth. dearth, birth or mirth. forth or worth, &c.

Sometimes there are but two places and just as many consonants: as, rtl, startl. mirtle, &c.

But when the places are but one or two, and the consonants more; then the removing of the character will further certifie the signification: as, dth. breadth, width. rsh. harsh, marsh.
rdl. fardle. curdle. hurdle. ln. faln. stoln. swoln.
lch. belch. filch. welch. lm. calm. helm. realm.
lv. salve. delve. helve. lp. scalp. help. whelp or yelp.
lth. filth. health. stealth or wealth, &c.

If the place should be but one, and the consonant preceding but one, yet the several removes of the character might serve (as before) to signifie some derivative or compound of it: as rth. further. furtherance. furthermore, &c.

For though I first intended the contraction of monosyllables only, yet the rule is so comprehensive, that I found my self insensibly engaged to take in others also. Thus, many of those words whose first

or

or two first syllables are (by the table of prepositions or otherwise) to be writ with one character, may be reduced to these rules concerning monosyllables. *e. g.*

ab---ase----ys---use. bg---an---in---un.
mp----art----ertinent----ort, &c.
asl---eep---ope. nst---all---ill. dp---art---ort.
dpr---ave---ive. knf---irm---orm. rpr---ieve---ove.
abst---ain---inence. abstr---act---use, &c.
frs---ake---ook---ight. bs---et---ot or---ought---ide.
rv---eal---ile---olt. nf---irm---orm---ant.
nd---ear---ure---anger. rp---air---eat---ute.
mn---ain---it---ote. dsp---air---ise---ose.
mst---ake---ook---ical. x---ert---hort---alt.
km---and---end---on or---une.
of---als---ice---uscate. aj---acent---oyn---udge---ure or---ourn, &c.
knsp---ire---iracy---irator. psw---ade---asive.
prj---udice---udicial. prl---ate---acy. prscr---ibe---ipt or---iption.
rh---earse---earsal. spsl---uous---uity. sbm---it---issive.
sbv---ert---ersion. tsgr---es---essour, &c.

Contraction of Sentences.

I Have met with above a hundred several rules for contracting (as they call 'em) sentences. The most and chiefest are in Mr. *Everardt* and Mr. *Rich.* But many of them are exceedingly am-

ambiguous; many are so frivolous, or tedious, that one had better write them out at length; and almost all of them fail in their very foundation with respect to the main end, viz. Speedy writing, because they generally contract the former part of sentences, and that contraction to be signified about a character that must afterwards be writ. *e.g.* To write *The people of God.* I must first write the *G*, for the last word *God*; before I can write the tittles under it for the first word *people.* Whereas the basis, to which the contraction is to be annexed, as it is to be written first, so it ought to be first pronounced. Hence it is, that I make so little use of their rules: and though they are so numerous, yet the best that I have been able to gather from them, are only these few that follow.

1. One tittle a pretty distance on the uppermost right-hand-corner of any character, signifies--*of God.* This will (most an end) happen after such words as these: Apostle, answer, armour, attribute, being, beloved, blessing, bloud, born, bounty, building, called, calling, child, chosen, Christ, Church, City, decrees, dishonour, elect, election, enemies, faith, faithfulness fear, finger, flock, followers, foolishness, foreknowledge, form, foundation, friend, gift, glory, goodness, gospel, grace, greatness, hand, heirs, help, holiness, honour, house, image, judgment, justice, kingdom, knowledge, law, long-suffering, love, made, man, mercy, mind, minister, mystery, nature, oracles, ordained, ordinance, peace, people, power, praise, promise, providence, purity, purpose, righteousness, Saints, servants, sight, son, spirit, steward, temple, things, throne, truth, weakness, will, wisdom, witness, word, work, worship, worthy---*of God.* 1.

2. Two tittles in the ſame place (at length) ſignifie ---*of the Lord.* This takes place in many of the foreſaid words, and alſo theſe that follow:

Admonition. altar. anger. armies. beauty. breath. brother. buſineſs. burden. chaſtening. coming. corrections. counſel. cup. day. eyes. face. favour. fire; forſaken. fury. goings. heritage. indignation. known. land. loving-kindneſs. majeſty. meſſage. mouth. name. oath. pleaſure. preſence. received. redeemed. rejected. ſongs. ſlain. ſoul. ſpoken. ſtatutes. ſtrength. ſupper. ſword. table. terrour. teſtimonies. thoughts. trees. voice. wars. way. wrath. zeal------*of the Lord.* 1"

3. Two ſuch tittles at the nethermoſt corner ſignifie------*of the world.* This rule takes place after theſe and ſuch like words: affairs. allurements. are. beginning. bravery. cares. children. comforts. conqueſt. creation. croſſes. cuſtoms. diſſolution. elements. end. enjoyment. faſhion. filth. flatteries. follies. foundation. friendſhip. frowns. glory. government. hatred. honours. judgment. inhabitants. kingdoms. life. light. love. men. miſeries. nations. not. opinion. part. pleaſures. pollutions. redemption. riches. rudiments. Saviour. ſhame. ſins. ſnares. ſorrow. ſpirit. ſplendour. things. troubles. vanities. vexations. wickedneſs. wiſdom-----*of the world.* 1..

4. The repetition of any part of a ſentence is ſignified by the common hyphen-ſtroak, either before or after. Not unto us, O Lord------but unto thy name. &c. Whatſoever things are true----honeſt-----juſt ----pure-----lovely-----of good report. &c. Charity ſuffereth long and is kind---envieth not---vaunteth not it ſelf, &c. Beareth all things, believeth---hopeth ----endureth---. Are they Hebrews? So am I: ---Iſraelites?

raelites? ---- : ---the ſeed of Abraham? ----. Hitherto refer all orderly progreſſions: as, 1---5. 2. 4----10. 3, 6---21. &c.

5. When the repetition is immediate(or in a manner ſo) the line is then drawn underneath. Jeruſalem Saul, my Father. my Son. Give. It is naught. Babylon is fallen. For he cometh. Behold thou art fair,&c.

Face [to face.] An eye [for an eye] and a tooth [for a tooth.] Better [and better.] worſe [and worſe.] thus. more. leſs. louder. ſtronger. For ever. *Mat.* 6. [ch. and 6. ver.] &c. And when the repetition is doubled again, then break that line: Holy [holy, holy.] I will overturn, the Temple of the Lord, &c.

The examples are too few to deſerve a particular rule.

6. Contrary ſpeeches are ſignified by a ſtroak like a *C* made the contrary way: as, abound) [and want] poverty) [and riches.] rich) and poor.] great) [and ſmall.] to) [and fro.] of) [and on.] hot.) life.) The firſt ſhall be laſt.) He that hath the ſon hath life, but) one in this manner) one on the right hand) turn the night into day.) from the crown of the head) he that exalteth himſelf, ſhall be abaſed, but)&c. Sometimes the former rule and this may both meet together: as, call evil) [good, and good evil] darkneſs for) [light, and light for darkneſs.] &c.

The invention of ſuch rules as theſe, and the ſigni

fication of their marks, depend altogether on the fancy. But there are Symbolical Ideas, whoſe ſignification is more certain; as being more agreeable to the nature of the things. For their original is as antient as nature it ſelf, improv'd by the ſtudents of *Egypt*. He that apply'd them firſt to ſhort-hand, was Mr. *John Willis*: he that improv'd them, was the ingenious Mr. *Rich*, aſſiſted ſince by others. From whom I have collected theſe that follow. and added ſome my ſelf, as any body may with eaſe and much delight. Which delight will ſomewhat alleviate the errour I ſpake of in ſome prepoſterous contractions of the former part of ſpeeches. 'Tis tru no certain rule is expreſt (by any) in the framing or the learning of them: but that both are done by a certain (though ſecret) rule, is manifeſt. For, ſometimes the very nature and ſubſtance of the thing it ſelf is plainly intimated by the ſhape of the character. Sometimes according to the quantity of the character, is ſignified the addition of great or little, long or ſhort, &c Sometimes (again) the quality and poſture of the thing is repreſented by the poſture of the character. And thoſe things that are ſpoken metaphorically are reduced to the propriety whence the metaphor is taken. And leaſt the ſpelling book (to which I refer'd in the firſt part) ſhould not be at hand, I have intermingled ſo many of the common long-hand-contractions as I thought moſt material to our purpoſe.

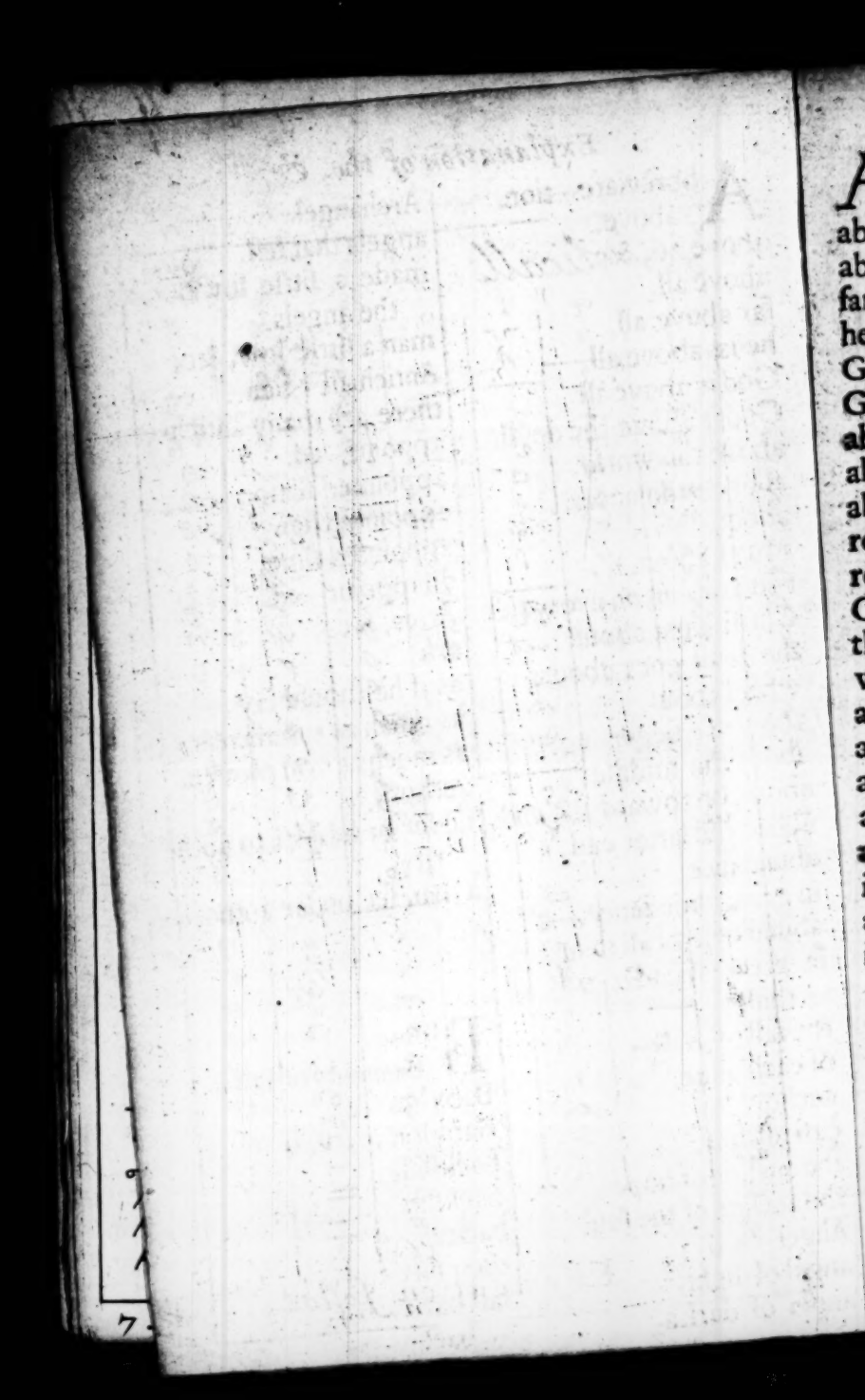
Symbo-

The Table of

7. betw: p. 18. 19.

Symbolicalls.

The Explanation follows.



Abbreviate---tion.
above.
above 20, &c.
above all.
far above all.
he is above all.
God is above all.
God is above the devil.
above the world.
allove ordinances.
about.
round about.
round about on every ſide.
Chriſt went about.
the devil goes about.
wheel about.
about the beginning.
about the middle.
about, or toward the end.
about the latter end.
abundance.
in great abundance.
abundance of all things.
in great abundance of all things.
the fall of *Adam*,
of each alike.
anchor.
caſt anchor.
the anchor of hope.
the anchor of the ſoul
Angel---ical
angel of light.
angel of darkn.
Archangel.
angels that fell.
made a little lower than the angels.
man a little low, &c.
Antichriſt---tian.
there are many antichriſts
appoint---ed.
appointed ſeaſon.
appointed ſign.
appointed time.
diſappoint---ed.
Aries, &c.
ark.
as if he ſhould ſay
as much as is ſufficient.
as much as you pleaſe.
authority.
under or ſubject to authority.
a man ſet under authority

B.

BIſhop.
Bachelor of Divin.
Babylon---iſh.
Babylon is fallen.
backſlide.
backſlider in heart.
backward.
their faces were backward
fall backward.
go backward.

the Sun went backward.
ten degrees backward.
an empty barrel.
before,
behind.
both before and behind.
the cart before the horſe.
below, beneath.
bench.
the judge is upon the bench
both.
both together.
between both, or indifferent
between God and man
between us and you.
between man and man
between good and evil.
botle.
put my tears in thy botle
bow and arrows.
croſs-bow.
like a deceitful or broken bow
drinking bowl or goblet.
branch.
break, breach.
break the commandment
break of day.
break down.
break the law.
broken all to pieces.
bucket.
bottomleſs [bucket]
butterfly.

C.

Chapter.
ciſtern.
broken ciſterns.
br. ciſt. that will hold no water.
comet, blazing-ſtar.
compaſs.
within compaſs.
a pair of compaſſes.
keep within compaſs.
ſpeak within compaſs.
a large compaſs.
a narrow compaſs.
comp. him about.
comp. her about.
comp. me about like bees
comp. them ab.
comp. us ab.
comp. you ab.
conjunction.
contrary.
contr. to law
contr. to reaſon.
contr. to truth
walk contr.
ſin is contr.
ſpeak by contr.
creeping things, Caterpillar.

crotchet.
crocodile.
curry-comb.
ſhort horſe is ſoon curried
Chriſt
Jeſus Chriſt.
Chriſt Jeſus
the Lord Jeſus Chriſt.
Jeſus Chriſt our Lord
Chriſt Jeſus our Lord.
Chriſtian.
almoſt a Chriſtian.
croſs.
crucifie.
take up the croſs.
the croſs of Chriſt.
afflictions, bloud---, Church---, doctrine--, diſciples--, faith------, goſpel---, kingdom-, life------, love------, name-----, ſake------, ſpirit-----, word-----, works---, of Chriſt.

D.

DOctor.
Doctor of Divinity
direct---tion
divide---ed---ference
divide the ſpoil
divers kinds.
divers ſorts of flies.
divers manners.
diverſity of ſounds.
double.
downwards.
bow down.
bring down.
dragons head.
dragons tail.
dramme.

E.

ENgland---iſh.
as for example.
Eaſt, Weſt, North and ſou.
eclipſe.
enter into the heart.
enter into heaven.
enter into him.
enter into the kingdom.
enter into reſt.
enter into you.
equal---ity.
even---ing, paralle.

extra-

extraordinary.
eye.
eyes of the underſtanding
open the eyes of your underſtanding
their eyes were blinded
the eyes of their underſtanding darkened.

F.

THe fall of our firſt parents
falſe balance.
falſe Chriſts
falſe prophet.
falſe tongue.
falſe witneſs.
farthing.
follow, fellow.
foot-ſtool.
the earth is his footſt.
his enemies his footſtool.
pitch---fork, dilemma.
four-footed beaſts.
fowls of the air.
from top to bottom.
fr. firſt to laſt.
fr. the beginn. to the end
fr. one ſide to the other.
ft. the crown of the head to the ſole of the foot.
fr. one ſide of heaven to the other.
fr. all four quarters of the world.
fr. all four corners of the earth.
fr. grace to grace.
fr. glory to glory.
fr. man to man.
fr. everlaſting to everlaſting.
fr. you to us.
fr. us to you.
fr. good to bad.
fr. better to worſe.
fr. hence to the Antip.
fr. the center to the circumference.
fr. earth to heaven.
fr. heaven to hell, &c.
frying-pan.
out of the frying-pan into the fire.

G.

GReat.
exceeding great,
great congregation.
thy judgments are gr.
two gr. lights.
gr. multitude.
a gr. thing.
a gr. while.
the great and wide Sea, wherein are things innumerable.
gallows.

like

like Hamans gallows that hang'd himſelf.
gibbet.
gather together.
granado-ſhell.
graſs---hopper.
graving----tool.
Greek---eece---ecian.
this is a very great point.

H.

HOnoured.
holy-ghoſt.
hand in hand.
the heart eſtabliſhed.
the wiſe mans heart is at his right hand.
the fools heart is at his left-hand
an upright heart.
heart and a heart or double heart.
an evil heart of unbelief.
hard heart---ed.
broken heart---ed.
contrite heart.
broken & contrite heart.
rend your hearts.
falſe heart---ed
their heart was turned.
out of the heart proceed.
my heart is enlarged.
Hebrew.
high and low, rich and poor.
hook.
I will put my hook in his noſe.
fiſh-hook.
ſheep-hook, ſhepherds crook.
hour-glaſs.

I.

ITaly-lian.
Inſtrument, --tal.
in the midſt.
in the midſt of all.
intangle, ed
interrogation, tory.
Jupiter, jovial.

L.

Labyrinth.
large.
enlarged deſires
Jacobs ladder.
little.
a little thing.
a little while.
long, length.
long life.
a long time.
a long while.
no longer.

M.

MAster of Arts.
Master.
mistress.
memorandum.
manuscript.
Majesty.
magnifie.
thou hast magn. thy name.
many.
a great many.
many more.
a great many more.
many are the afflictions.
many a time and often.
mistake.
a great mistake.
a foul mistake.
a gross mistake.
a pestle and mortar.
bray a fool in a mortar.
mushrom.
musket.

N.

TAke especial notice.
it doth not [yet] appear.
this is not all..
this is not half.
this is not a quarter.
this is not a tenth part.

O.

OBjection.
omnipotent, tence
omnipresence.
omniscient, ence.
ounce.
opposition.
open.
in the opening of.
open the doctrine.
in the opening of the doctrine.
open the mouth wide.
over.
over and above.
over and above all.
Christ is over all.
all over the world.
oversee, sight.
overseer.
hand over head, carelesly.
over-zealous.
as the devil looks over Lincoln.

P.

PAge.
parenthesis.
pound.
half a pound.

pit-

pitcher.
the pitcher goes not ſo often to the well, but &c.
little pitchers have wide ears.
plumb; -et; -line.
pottinger, meſs of pot.
pyramid.

Q.

Queſtion.
queſtionleſs.
quadrangle, trencher.
quaker, ing, iſm.
quarter.
quaver.

R.

Roman, ance.
received.
repeat; tition.
rainbow.
rainb. reverſed.

S.

Secretary.
ſhilling.
Saint.
Samaria, itan.
Salamander.
Satan, the Devil.
Satan will turn himſelf into an Angel of light.
Saturn, Saturday.
ſcattered.
ſcruple.
ſerpent, tine.
brazen ſerpent.
ſeveral.
pair of ſhears, ſciſſers.
ſhort.
time is ſhort.
a ſhower of rain.
a ſickle.
a ſithe.
fiſh, eel, trout, --- ſpear.
a ſpoon.
a ſpoonful.
he had need have a long ſpoon that eats, &c.
ſociety, ſociable.
pair of ſtairs.
ſtirrup.
ſtigmatize.
ſtratagem.
ſwarm [of bees.]
flaming ſword.
Syria, ack, an.

T.

The new Teſtament.
the old teſtament.
through all.

through Christ.
through faith.
through grace.
through him.
through the law.
throughly.
throughout.
full time.
in the fulness of time.
the common or usual time
the times turn'd, alter'd.
sundry or several times.
tremble, ling.
trembling shall take hold of.
the devils believe and tremble.
triangle, trin-unity.
trinity.
trinity in unity.
unity in trinity.
trinity in unity and unity in trinity.
turn.
turn back or away.
turn unto, toward.
turn from.
turn up, over, overturn.
turn down.
turn again; return.
turn any or every way.
turn the grace of God into wantonness.
overthrow the faith of
hog-trough.

V.

Verse.
underfoot.
under his foot-stool.
under God.
under grace.
under heaven.
under-hand.
misunderstanding,
under the law.
under the Sun.
under his wings.
under the yoke.
under the earth.
waters under the earth.
divided the waters under the firmament from the waters above, &c.
up and down.
lift up.
lift up the eyes.
lift up the hands.
lift up the heart.
lift up the finger.
lift up the soul.
lift up the voice.
Christ upon the cross.
upside down.
undivided, individual.
unequal, inequality.
unequally yoked.
not unequally yoked.

uneven

uneven, unparallel'd.
unwiſe.
contrariwiſe.
otherwiſe.
Wiſe-hearted.
Worſhipful
wallet.
that part of the wall.that hangs behind.
that part of the wall.that is before.
the wheel of fortune.
water-flouds.
overflowing of waters.
in the midſt of [great] w.
weather-cock.
more unconſtant than the weather-cock.
wedlock,marriage.
whip, ſcourge.
whirl-pool.
whirl-wind.
wilderneſs, be wilder.
turn the wilderneſs into water-ſpring &c.

the world.
the beginning of the w.
the end of the w.
the greateſt part of &c.
the whole w.
there's nothing in the w.
without the w.
without God in the w.
the foundation of the w.
before the foundation of the w.
croſſes of the w.
Chriſt came into the w.
Chriſt came not into the world.
all that is in the w.
the w. is full of----
through the w.
throughout the w.
through all the w.
from one end of the w. to the other.
round about the w.
world without end.

FINIS